



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 19, 2014

Kerry Houchin
3540 Ave. E
Council Bluffs, IA 51501

Dear Child Care Provider,

This letter is in regards to the December 18, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. *Provider needs to lock up medications that are shelf. Provider did put a lock on bathroom cupboard where the bulk of medications are stored. DHS field staff recommended a lock box for items that are too large to fit into other locked cabinet in bathroom.*

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. *Provider reported she has not been doing these and has not kept track. Provider was instructed to complete these monthly and document.*

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes. *Provider reported she has not been doing these and has not kept track. Provider was instructed to complete these monthly and document. Provider was non-compliant with this policy during October 25, 2013 check as well. Provider returned letter to DHS in January 2014 stating she was in full compliance.*

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. *Provider has non-smoking signs posted but they do not include website or phone number. Provider will correct. Provider was non-compliant with this policy during October 25, 2013 check as well. Provider returned letter to DHS in January 2014 stating she was in full compliance.*

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. *Provider has 2 cats and they need to have exams. Provider was instructed to use new Vet Exam form and was referred to DHS website and CCRR representative.*

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. *Provider and children need physicals completed. Provider was instructed to use the Provider Physical Form and referred to DHS website and CCRR.*

Provider was not in compliance with this policy during October 25, 2013 check and remains non-compliant. Provider sent back signed letter stating she was in full compliance in January 2014. If provider remains non-compliant with policy then child care registration could be revoked due to continued non-compliance.

DHS field staff is requesting provider to send verification of physicals when she returns this letter.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. *Provider has 7 kids enrolled. There were no children present during compliance check. The provider was reminded that the children's files need to be updated annually. There were several files that needed to be updated. Provider was instructed to update files and what needs to be included in files during check on October 25, 2013 and letter sent to provider on November 22, 2013. Provider sent back signed letter stating she was in full compliance.*

Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. *3 of the 7 children were missing this information from their files.*

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. *4 of the 7 children were missing this information from their files.*

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. *1 of the 7 was missing this form in the file.*

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. *1 of 7 children was missing this form in the file.*

Provider requested an example of files policy from DHS field staff. DHS field staff sent this same information to provider in letter dated November 22, 2013.

An example for policy handbook: Department of Iowa Policy states that before the first day of care the parent must complete an intake form and signed medical consent for each child attending. Within 30 days the parent must provide a physical signed by a

physician and an updated immunization. Regardless of when children started attending (daycare name), every year by August 1 the parents must provide an updated physical and immunization to provider. Children who do not return the requested paperwork by due dates will not be able to attend (daycare name) until paperwork is returned. Failure to complete paperwork could result in losing a slot at (daycare name).

110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

The provider was not over numbers at the time of the visit. This is included as a reminder to provider regarding how many children she can care for.

110.9(1)a Not more than six preschool children present at any one time including infants.

110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

110.9(1)b Of the four children under 24 months of age, no more than three may be 18 months of age or younger.

110.9(1)c Not more than four additional school-age children.

110.9(1)d Not more than two children who are receiving care on a part-time basis at any one time.

110.9(1)e Not more than 12 children present when the emergency school closing exception is in effect.

110.9(1)f When more than 8 children are present for more than two hours, a DHS-approved assistant at least 14 years old is present.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: February 7, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at (712) 328 - 5713 if you have any questions regarding this letter.

Sincerely,



Social Worker II



Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-945-9778 .

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).